



DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL MANAGEMENT SERVICE
1400 KEY BOULEVARD
ARLINGTON, VA 22209-5144

SEP 08 2005

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Information Concerning Department of Defense Nonappropriated Fund
(NAF) Employees Affected by Hurricane Katrina

The Acting Deputy Under Secretary of Defense (Civilian Personnel Policy) (DUSD(CPP)) issued the guidance attached at Tab 1 covering DoD civilian employees affected by Hurricane Katrina. The guidance includes information on evacuation allowances and benefits. Eligible DoD NAF employees affected by Hurricane Katrina are entitled to emergency evacuation, as well as evacuation payments, allowances, and benefits, not to exceed the amounts and limitations outlined in the Acting DUSD(CPP) guidance, and prescribed in the Joint Travel Regulations.

In addition to providing evacuation payments, allowances and benefits, DoD NAF employers may assist NAF employees affected by Hurricane Katrina through available NAF personnel flexibilities and resources. A reference sheet outlining NAF benefits and flexibilities is attached at Tab 2.

The Acting DUSD(CPP) guidance encourages DoD employers to use available personnel flexibilities to assist employees. Please let me know if there is anything the NAF Personnel Policy Division can do to assist you in helping your DoD NAF employees through this difficult time.

A handwritten signature in cursive script, reading "Donna S. Trantum", is centered below the main body of the memorandum.

Donna S. Trantum
Chief, NAF Personnel Policy Division

Attachments:
As stated

DISTRIBUTION: SANDRA CURRAN, DIRECTOR, NAF HUMAN RESOURCES
POLICY AND PROGRAMS DIVISION, DEPARTMENT OF
THE ARMY
TED CANELAKES, DIRECTOR OF LABOR AND EMPLOYEE
RELATIONS, DEPARTMENT OF THE NAVY
SUSAN ATWATER, HUMAN RESOURCES OFFICER, NAF
DIVISION, DEPARTMENT OF THE AIR FORCE
RONNIE COMPTON, SENIOR VICE PRESIDENT/
HUMAN RESOURCES, ARMY AND AIR FORCE
EXCHANGE SERVICE
DAVID RICHARDS, DIRECTOR, HUMAN RESOURCES, NAVY
EXCHANGE SERVICE COMMAND
GRANT STEWART, HEAD, HUMAN RESOURCES AND
TRAINING BRANCH, MARINE CORPS
TIM CEPACK, HEAD, NAF PERSONNEL AND BENEFITS
BRANCH, COMMANDER, NAVAL INSTALLATIONS



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

3 SEP 2005

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Information for Department of Defense Civilian Employees Affected By
Hurricane Katrina

The purpose of this memorandum is to provide guidance on benefits, entitlements, and employment flexibilities authorized for Department of Defense (DoD) civilian employees affected by the immense devastation and disruption of Hurricane Katrina. The attached conveys important information on critical human resources issues.

Our DoD civilian employees are a valued resource and an essential part of our total force structure. As we move forward to restore operations interrupted by the storm and its aftermath, we must do all that we can to assist our civilian workforce during this difficult and challenging time. As part of our effort to keep our DoD workforce informed, updated information will be posted regularly on the Defense Civilian Personnel Management Service website, www.cpms.osd.mil. The site also contains links to other information provided by agencies such as the Office of Personnel Management and the Federal Emergency Management Agency.

We also must recognize that our employees are eager to continue making contributions to our vital mission. Therefore, I encourage you to make every effort to use alternate worksites, telework, alternate work schedules, temporary duty at alternative work sites, and other flexible employment practices to ensure all employees can continue their contributions. As we have learned from past crises, work can be a therapeutic outlet by providing structure, consistency, and camaraderie.

I know that you will make every effort to support affected employees as they rebuild their lives and return to normalcy. Please let me know how we can assist you and support your efforts.

Marilee Fitzgerald
Marilee Fitzgerald
Acting Deputy Under Secretary of Defense
(Civilian Personnel Policy)

Attachment:
As stated

DISTRIBUTION: ASSISTANT G-1 FOR CIVILIAN PERSONNEL POLICY,
DEPARTMENT OF THE ARMY
DIRECTOR, PLANS, PROGRAMS, AND DIVERSITY,
DEPARTMENT OF THE NAVY
DIRECTOR, PERSONNEL POLICY,
DEPARTMENT OF THE AIR FORCE
DIRECTOR FOR MANPOWER AND PERSONNEL (J-1),
JOINT CHIEFS OF STAFF
DIRECTOR, PERSONNEL AND SECURITY,
DEPARTMENT OF DEFENSE INSPECTOR GENERAL
DIRECTOR, HUMAN RESOURCES MANAGEMENT, DEFENSE
COMMISSARY AGENCY
CHIEF, HUMAN RESOURCES MANAGEMENT DIVISION,
DEFENSE CONTRACT AUDIT AGENCY
DIRECTOR FOR CORPORATE RESOURCES,
DEFENSE FINANCE AND ACCOUNTING SERVICE
CHIEF, CIVILIAN PERSONNEL DIVISION, DEFENSE
INFORMATION SYSTEMS AGENCY
CHIEF, OFFICE OF HUMAN RESOURCES,
DEFENSE INTELLIGENCE AGENCY
DIRECTOR, HUMAN RESOURCES,
DEFENSE LOGISTICS AGENCY
EXECUTIVE DIRECTOR, HUMAN RESOURCES, DEFENSE
CONTRACT MANAGEMENT AGENCY
DIRECTOR, HUMAN RESOURCES, DEFENSE SECURITY
SERVICE
CHIEF, CIVILIAN PERSONNEL DIVISION, DEFENSE THREAT
REDUCTION AGENCY
DIRECTOR, HUMAN RESOURCES,
NATIONAL IMAGERY AND MAPPING AGENCY
DIRECTOR, HUMAN RESOURCES SERVICES,
NATIONAL SECURITY AGENCY
DIRECTOR, PERSONNEL CENTER, DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
DIRECTOR FOR PERSONNEL AND SECURITY,
WASHINGTON HEADQUARTERS SERVICES
DIRECTOR, CIVILIAN HUMAN RESOURCES MANAGEMENT,
UNIFORMED SERVICES UNIVERSITY OF THE HEALTH
SCIENCES
DIRECTOR FOR HUMAN RESOURCES, NATIONAL GUARD
BUREAU
COMMANDER, HEADQUARTERS, ARMY AND AIR FORCE
EXCHANGE SERVICE

FACT SHEET

HURRICANE KATRINA INFORMATION DEPARTMENT OF DEFENSE CIVILIAN EMPLOYEES

This fact sheet describes civilian benefits and entitlements that may be authorized for or affect Department of Defense (DoD) employees as a result of the Hurricane Katrina. It will be periodically updated as necessary to ensure ready access to important and emerging information. Any questions you may have may be referred to FAS@cpms.osd.mil, telephone, 703-696-1615. However, questions specific to pay and allowances for Hurricane Katrina also can be referred to pay@cpms.osd.mil or Dennis Turner, 703-696-1284; and questions specific to benefits and entitlements also can be referred to benefits@cpms.osd.mil, or Johnny McLean, 703-696-1202.

ORDERING A CONUS EVACUATION

The commander, director, head, chief or supervisor of an organization or office may order an evacuation from a location in the United States. These officials were delegated the authority to order evacuations by the Under Secretary of Defense (Personnel and Readiness) Memorandum, subject: Evacuation of Civilian Employees dated 29 July 1994. Allowances may be paid as soon as one of these officials orders an evacuation.

DESIGNATION OF CONUS SAFE HAVEN

By memorandum dated September 2, 2005, the Under Secretary of Defense (P&R) designated the continental United States as the alternate safe haven for dependents of all DoD civilian employees who were ordered to evacuate by the commanding officer or equivalent DoD authority.

Section 5725 of title 5, United States Code (U.S.C.), authorizes transportation at Government expense to a safe haven location when an evacuation is authorized or ordered. Safe haven means a designated area to which an employee or dependent will be or has been evacuated. Local installation commanders, or other authorities (as named in C12000(C) (1) of the DoD Joint Travel Regulations (JTR)), determine the need to evacuate and define the geographic area of a designated safe haven for DoD civilians.

CONUS EVACUATION TRANSPORTATION AND PER DIEM/SUBSISTENCE ALLOWANCES

CONUS evacuation transportation and per diem/subsistence allowances are authorized for the period of time covered by the evacuation order, unless terminated earlier. The allowance authorization cannot exceed 180 days.

There is no reimbursement for lodging costs if staying with family or friends. Entitlements include, but are not limited to, transportation to the designated safe haven and authorized per diem/subsistence expenses for that location. See Title 5, Code of Federal Regulations (CFR) 550.401–550.408 at <http://opm.gov/cfr/index.htm> and JTR C12000 and Appendix I, Part B, at [https://secureapp2.hqda.pentagon.mil/perdiem/jtr\(ch1-16\).pdf](https://secureapp2.hqda.pentagon.mil/perdiem/jtr(ch1-16).pdf) for reimbursement procedures and rates.

TEMPORARY DUTY (TDY) TRAVEL

Temporary duty travel entitlements in support of Hurricane Katrina efforts are authorized in accordance with the JTR, Chapter 4, Chapter J.

ADVANCE PAY

5 U.S.C. 5522, as regulated by 5 CFR 550.403-4, authorizes advance payments for DoD civilians ordered to evacuate. An advance payment is based on the employee's salary (including allowances, differentials, or other authorized payments and excluding applicable deductions). Within the Department, the amount of the advance payment may not exceed the amount the employee would normally receive for two pay periods. The purpose of an advance payment is to help the employee defray immediate expenses incidental to the evacuation. When an employee receives an advance, the amount of the advance is exclusive of any other form of payment received by the employee, such as the evacuation payments described below.

EVACUATION PAY

Evacuation payments, based on an employee's existing salary, are continuing payments for his or her regular pay days for a period not to exceed 180 days. The evacuation payments cover the period of time during which the evacuation order remains effective or until the employee is reassigned to a new duty station. The evacuation payment authorization cannot exceed 180 days. The amount of each bi-weekly payment is based on the employee's regularly scheduled tour of duty. Employees with intermittent schedules will be paid based on an approximation of the number of days per week normally worked.

Evacuated employees may be assigned to perform any work the authorizing official determines is necessary during the period of evacuation. Failure or refusal to perform assigned work may result in the termination of further evacuation payments. Not later than 180 days after the effective date of the order to evacuate, or when the evacuation is terminated, whichever is earlier, an employee must be returned to his or her regular duty station, or action must be taken to assign him or her to another duty station.

ADMINISTRATIVE LEAVE

Employees who are affected by natural disasters but who are not required to evacuate may be excused from work without charge to leave for reasonable periods of time. DoD 1400.25-M, Civilian Personnel Manual, Subchapter 610, Hours of Duty, permits authorized officials who close all or part of an activity in connection with extreme weather conditions to excuse employees administratively. When the administrative group dismissal is projected to exceed three days, the administrative order authorizing the group dismissal must document why other alternatives could not be used and the reason for the length of the anticipated dismissal.

TELEWORK

Arrangements for employees to work at home or at an alternate work location are particularly appropriate when traditional worksites have been evacuated as a consequence of natural disasters such as Hurricane Katrina. Managers and employees are encouraged to implement telework agreements to the maximum extent possible within the parameters of each DoD Component's telework policy. The General Services Administration (GSA) is offering free use of their telework centers through the end of 2005 to all Federal employees. Information about this offer and how human resources offices can implement telework efficiently and effectively is available at the GSA/OPM website, www.telework.gov and the Defense Civilian Personnel Management website, <http://www.cpms.osd.mil/>.

PAYROLL INFORMATION

DoD employees and retirees should check the Defense Finance and Accounting Service website (<http://www.dfas.mil>) for the latest information on payroll processing, electronic fund transfer, and other financial matters.

THRIFT SAVINGS PLAN OPERATIONS

Due to Hurricane Katrina, TSP operations at the National Finance Center in New Orleans have been suspended. They are currently unable to process paper forms. Employees are encouraged to use the TSP website to conduct transactions. Please check the TSP website (<http://www.tsp.gov/hurr-kat.html>) for further updates.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE PROGRAM (FEGLI)

The Office of Personnel Management has instituted its expedited payment procedures. The Office of Federal Employees' Group Life Insurance (OEGLI) will

waive the requirement to provide a death certificate for deaths in this situation.

OFEGLI will accept:

- a written statement from the agency that the insured was in the area affected by Katrina when the death occurred, or to the best of their knowledge, the insured is missing and presumed (or confirmed) dead.
- If such a statement is not available, OFEGLI will consider whatever information is available, including newspaper accounts or information from other reliable sources, including reliable websites.

FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM (FEHB)

The office of Personnel Management has contacted FEHB carriers to ask them to demonstrate maximum flexibility under their contract. It is anticipated that fee-for-service carriers will relax certain provisions such as their pre-certification requirements and notification and level of benefit payment requirements when the injured or ill are taken to non-plan and or non-PPO hospitals or other treatment centers. OPM also has asked that certain FEHB members get additional supplies of medications as backup for emergency situations, if necessary. Additionally, though charges for work-related injuries sustained by Federal workers are payable by the Office of Workers' Compensation Programs (OWCP), OPM has encouraged FEHB plans to provide immediate payment and seek subsequent reimbursement from OWCP.

FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP)

Employees enrolled in FLTCIP who live in the affected areas of Hurricane Katrina devastation and miss premium payments during this time of crisis will not have their coverage cancelled. FLTCIP partners will work with enrollees at a later time to bring their accounts up to date.

LEAVE DONATIONS

The President has authorized OPM to establish a Federal Emergency Leave Donation Program to assist employees affected by Hurricane Katrina. A delegation of authority permitting DoD Components to establish this program is pending and expected to be signed shortly.

Additional information on benefits may be found at the Office of Personnel Management (OPM) website at <http://opm.gov/emergency/katrina.asp>.

**PAY, LEAVE AND EMPLOYEE BENEFIT GUIDANCE FOR
NONAPPROPRIATED FUND (NAF) EMPLOYEES
AFFECTED BY HURRICANE KATRINA**

This reference sheet provides guidance on personnel flexibilities and resources available to assist DoD NAF Components, their employees and employees' family members affected by Hurricane Katrina and the aftermath. Employee questions may be referred to DoD NAF Component servicing Human Resources Offices (HRO). DoD NAF HRO questions may be referred to the applicable Component Headquarters offices or to NAF@cpms.osd.mil.

The CPMS website for Hurricane Katrina emergency information is www.cpms.osd.mil/hurricane.html.

PAY:

- Evacuation Pay

Eligible evacuated NAF employees are authorized evacuation payments in amounts and limits not to exceed those provided to appropriated fund employees. Those amounts and limitations are outlined in the September 3, 2005, Acting DUSD(CPP) memo, subject: Information for Department of Defense Civilian Employees Affected By Hurricane Katrina. This memo may be found at www.cpms.osd.mil/hurricane.html.

- Evacuation Transportation and Per Diem/Subsistence Allowances – DoD 1400.25-M, Subchapter 1405, SC1405.2.7

Transportation and per diem/subsistence allowances are authorized in accordance with the Joint Travel Regulations. Evacuation transportation and per diem/subsistence allowances are authorized for the period of time covered by the evacuation order, unless terminated earlier. The allowance authorization cannot exceed 180 days.

There is no reimbursement for lodging costs if staying with family or friends. Entitlements include, but are not limited to, transportation to the designated safe haven and authorized per diem/subsistence expenses for that location. Heads of DoD NAF Components and the Commander, Army and Air Force Exchange Service, have approval authority for all matters covered by Volume 2, Chapter 12, of the Joint Travel Regulations.

- Overtime Pay – *DoD 1400.25-M, Subchapter 1405, AP4*

Overtime rules differ depending upon whether the employee's position is designated exempt or non-exempt from the Fair Labor Standards Act (FLSA). There is also a distinction between Crafts and Trades and white-collar workers relative to eligibility and applicability of overtime rules. Please refer to the reference cited above for detailed information.

- Compensatory Time Off in Lieu of Overtime – *DoD 1400.25-M, Subchapter 1405.AP4.T1*

NAF employers may authorize compensatory time off in lieu of overtime for certain employees, in accordance with the reference cited above.

- Compensatory Time Off for Official Travel for Exempt White-Collar NAF Employees – *CPMS, NAF Personnel Policy memo of January 28, 2005, Subject: Compensatory Time Off for Official Travel for Exempt White-Collar Nonappropriated Fund Employees*

Compensatory time off for travel that is not otherwise compensable may be authorized for exempt white-collar NAF employees in a manner that is comparable with the civil service regulations. Compensatory time off for travel does not convert to overtime and will not be paid out as lump-sum payment. FLSA overtime requirements apply to non-exempt white-collar NAF employees.

LEAVE

- Administrative Leave – *DoD 1400.25-M, Subchapter 1406.2.1.6*

NAF Components may grant administrative leave to employees who are not required to evacuate, but who are unable to report to work due to circumstances surrounding a natural disaster. When the administrative group dismissal is projected to exceed three days, the administrative order authorizing the group dismissal must document why other alternatives could not be used and the reason for the length of the anticipated dismissal.

- Leave Without Pay (LWOP) – *DoD 1400.25-M, SC1406.2.2.13*

When all paid leave is exhausted, LWOP may be approved for up to 1 year.

- Military Leave – *DoD1400.25-M, SC1406.2.2.9.and Section 6323(a) of Title 5, United States Code*

In calculating military leave, an 8-hour civilian workday is the basis for accruing and using 1 day of military leave. An employee shall not be charged military leave for hours that he/she would not otherwise work, such as during regularly scheduled days off. Military leave is pro-rated for part-time employees. Detailed information may be found at www.cpms.osd.mil/vip/per_data/58c.htm

- Family Medical Leave Act (FMLA) – *DoD1400.25-M, SC1406.2.2.5 & 1406.2.2.5.5*

Employees may be eligible for up to 12 workweeks of LWOP (accrued paid leave may be substituted for unpaid leave). Summaries of key FMLA rules are found at <http://www.opm.gov> (see leave administration). During approved periods of FLMA leave, employees who are enrolled in the NAF Health Benefits Program (HMO or non-HMO) may continue health insurance coverage (medical and dental).

- Federal Employees Family Friendly Leave Act (FEFFLA) – *DoD1400.25-M, SC1406.2.2.5.5*

NAF Components may extend to employees the full entitlements of the FEFFLA, including use of sick leave for family-care purposes. Additional information may be found at <http://www.opm.gov> (see leave administration).

- Leave Donation – *DoD1400.25-M, SC1406.2.2.6*

The Heads of DoD NAF Components may establish leave donation programs to assist eligible employees who are unable to report for work because of the effects of Hurricane Katrina. Leave may be donated from/to individual employees, or leave banks may be established. The transfer of leave between appropriated and nonappropriated fund employees for the purpose of donations is prohibited.

WORK SCHEDULING

- Flexible and Compressed Work Schedules – *DoD1400.25-M, Subchapter 1406.2.1.7*

NAF employers are encouraged to make full use of all available flexible work schedule authorizations in order to accommodate employees dealing with the effects of the hurricane and its aftermath.

- Telecommuting

NAF employers may permit employees to work off-site, either at telecommuting centers, alternate work areas and facilities, or home. This option provides a means for management to maintain operations and support the President's call for energy conservation following the disruption of fuel supplies due to Hurricane Katrina.

EMPLOYEE BENEFITS

- DoD NAF Health Benefits Program (HBP)

The DoD NAF HBP's third-party claims administrator, Aetna, has taken steps to remove barriers to accessing needed health care and to ease administrative burdens for our members during this crisis. These temporary measures will remain in effect through September 30. The anticipated long-term impact of the hurricane may require modification as necessitated by local market conditions or regulatory requirements.

- Employee Assistance Programs (EAP)

NAF Components may refer employees to applicable Component Employee Assistance Programs (EAPs), which are intended to help employees who have personal and/or work-related problems affecting their work performance or conduct. Employee participation in an EAP is voluntary. EAPs may include coverage of such matters as personal finance, health and wellness, legal assistance, family matters, dependent care, and drug and alcohol abuse.

- Relocation Expenses – *Joint Travel Regulation (JTR), Volume 2*

Because of the widespread destruction, displaced employees may want to consider relocating to take a position in another geographical area. NAF employers may provide reimbursement to eligible employees for expenses incurred in shipping household goods, moving family members, real estate fees, and other allowable expenses authorized under the Joint Travel Regulations. This cost may be shared between the losing and gaining NAFI.